

# 1998-99 Direct Loan Reports

## SCHOOL GENERATED REPORTS

The examples below illustrate reports that could be developed in any type of system or run in EDEExpress.

### LOAN ORIGINATION LIST

May be designed to:

- Identify any loan origination records that are not in an "A" (accepted) status so a school can resolve any issues and resubmit the origination record to the LOC
- Compare against internal records

The Loans list provides the user information regarding the loan records on the system, including the loan ID, borrower's name, type of loan, loan amount approved, loan amount requested, loan origination status, and loan origination date.

Report Date: 11/27/98	U.S. DEPARTMENT OF EDUCATION	Page: 1		
Report Time: 08:52:51	Federal Direct Loan Program			
	Loan Origination List			
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT				
*****				
BORROWER'S NAME ORIGINATION LOAN ID -----	LOAN TYPE -----	LOAN AMOUNT APPROVED/RQSTD -----	LOAN STATUS -----	ORIGINATION DATE -----
ALMOND, LINCOLN F 169963195S99G91234001	S	\$ 2,625 2,625	E	01/19/1998
BATT, PHILIP M 169984633S99G92517001	S	\$ 3,500 3,500	E	01/19/1998
CAYETANO, BENJAMIN M 199720022P99G91234001	P	\$ 9,030 9,030	R	01/19/1998
BRANSTAD, TERRY M 268767607S99G91234001	S	\$ 3,667 3,667	B	01/19/1998
Total Stafford Subsidized Loans/Borrowers:			3	3
Total Stafford Subsidized Approved/Requested:			\$9,792	\$9,792
Total Stafford Unsubsidized Loans/Borrowers:			0	0
Total Stafford Unsubsidized Approved/Requested:			\$0	\$0
Total PLUS Loans/Borrowers:			1	1
Total Stafford PLUS Approved/Requested:			\$9,030	\$9,030
Total Loans/Borrowers:			4	4
Total Approved/Requested:			\$18,822	\$18,822

This report is called **List-Loans** in EDEExpress 98-99.

## **PROMISSORY NOTE LIST**

May be designed to:

- Identify the status of your promissory notes. For example:
  - Identify any promissory notes records that are in a “P” (printed) status but not signed. This could indicate that you have not received a signed promissory note from the borrower or that the record has not been updated to a signed status.
  - Identify records that have not been manifested but are in a “S” (signed) status. If there is no date in the manifest date field, then the record needs to be manifested and sent to the LOC.
  - Identify records that are in a “S” (signed status) and manifested but not acknowledged. The school will want to verify that the manifest batch was transmitted to the LOC and the acknowledgment was pulled in to their software to update records.

The report prints the loan ID, borrower's name, promissory note status, promissory note indicator, promissory note received date, and manifest date. *The school may want to query out any canceled loans.*

Report Date: 11/27/98	U.S. DEPARTMENT OF EDUCATION			Page:	1
Report Time: 09:18:32	Federal Direct Loan Program				
	Promissory Note Status List				
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT					
*****					
BORROWER'S NAME	LOAN	PROM	PROM NOTE	PROM NOTE	MANIFEST
ORIGINATION LOAN ID	TYPE	NOTE	PRINT	RECEIVED	PRINT
-----	-----	STATUS	INDICATOR	DATE	DATE
BUSH, GEORGE M	S	A	O	08/28/1998	08/28/1998
055801750S99G91234001					
DEAN, HOWARD	S	S	O	08/28/1998	
067705915S99G91234001					
CAYETANO, BENJAMIN M	P	A	O	08/28/1998	08/28/1998
129720022P99G91234001					
CAYETANO, BENJAMIN M	S	S	O	08/28/1998	
129720023S99G91234001					
CARPER, TOM A	S	A	O	08/28/1998	08/28/1998
234065140S99G91234001					
CARPER, TOM A	U	A	O	08/28/1998	08/28/1998
234065141U99G91234001					
CARLSON, ARNE S	P	A	O	08/28/1998	08/28/1998
268882481P99G91234001					
CARNAHAN, MEL P	S	A	O	08/28/1998	08/28/1998
269982493S99G91234001					
BATT, PHILIP M	S	P	O		
269987333S99G92517001					
Total:	09				

*This report is called **List-Promissory Note Status** in EDEExpress 98-99.*

## **PENDING DISBURSEMENT REPORT**

May be designed to:

- Identify any non-canceled anticipated disbursements with no corresponding actual disbursements
- Determine funding needs
- Identify unrecorded disbursements

The list includes borrower name, loan ID, loan type, disbursement number, disbursement date, and the net disbursement amount. The list includes summary totals that provide the total dollar amount of net disbursements included in the list for each loan type, as well as a total for all loan types.

Report Date: 11/27/98		U.S. DEPARTMENT OF EDUCATION			Page: 1	
Report Time: 09:33:48		Federal Direct Loan Program				
		Pending Disbursements Report				
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT						
*****						
BORROWER NAME		LOAN	DISB	DISB	DISB DISB	NET
ORIGINATION LOAN ID		TYPE	#	DATE	TYPE STATUS	DISB AMT
-----		----	----	-----	-----	----
CAYETANO, BENJAMIN M						
129720022S99G91234001		S	1	08/28/1998		\$ 2,890
129720022S99G91234001		S	2	10/20/1998		\$ 2,890
129720022S99G91234001		S	3	12/31/1998		\$ 2,890
SCHAFER, EDWARD J						
145827460U99G91234001		U	1	08/28/1998		\$ 4,914
145827460U99G91234001		U	2	10/20/1998		\$ 4,914
145827460U99G91234001		U	3	12/31/1998		\$ 4,916
JOHNSON, GARY C						
146663611P99G91234001		P	1	08/28/1998		\$ 4,914
146663611P99G91234001		P	2	10/20/1998		\$ 4,914
146663611P99G91234001		P	3	12/31/1998		\$ 4,916
Total Net Stafford Subsidized		\$	8,670			
Total Net Stafford Unsubsidized		\$	14,744			
Total Net Plus		\$	14,744			
Total Net Disbursements		\$	38,158			

*This report is called **List-Disbursements** in EDEExpress 98-99. Choose **Pending** as the Report Type.*

## ACTUAL DISBURSEMENT REPORT

May be designed to:

- Identify all actual disbursements
- Identify the disbursement status of all actual disbursements which can determine any actual disbursement not in an "A" status. For example:
  - If the report shows a disbursement status of "R", the disbursement needs to be batched and transmitted to the LOC.
  - If the report shows a disbursement status of "B", the school needs to verify that the batch was transmitted to the LOC. The acknowledgment may need to be pulled into the system to update the records.
  - If the disbursement status shows an "E", the disbursement has rejected at the LOC and the school should resolve any problems and resubmit.

The list includes borrower name, loan ID, loan type, disbursement number, disbursement date, disbursement action type (disbursement, adjustment, or cancellation), disbursement status, and the net disbursement amount. The lists also includes summary totals that provide the total dollar amount of net disbursements included in the list for each loan type, as well as a total for all loan types.

Report Date: 11/27/98		U.S. DEPARTMENT OF EDUCATION			Page: 1	
Report Time: 10:02:57		Federal Direct Loan Program				
		Actual Disbursements Report				
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT						
*****						
BORROWER NAME		LOAN	DISB	DISB	DISB DISB	NET
ORIGINATION	LOAN ID	TYPE	#	DATE	TYPE STATUS	DISB
-----		----	----	-----	----	----
BUSH, GEORGE M						
055801750S99G91234001		S	1	08/31/1998	G B	\$ 1,740
055801750S99G91234001		S	2	09/01/1998	G B	\$ 1,740
CARLSON, ARNE S						
268882481P99G91234001		P	1	08/31/1998	G A	\$ 1,280
268882481P99G91234001		P	2	09/01/1998	G A	\$ 1,280
CARNAHAN, MEL P						
269982493S99G91234001		S	1	08/31/1998	G A	\$ 920
269982493S99G91234001		S	2	09/01/1998	G E	\$ 920
CARPER, TOM A						
234065140S99G91234001		S	1	08/31/1998	G A	\$ 1,121
234065140S99G91234001		S	2	09/01/1998	G R	\$ 1,121
CARPER, TOM A						
234065141U99G91234001		U	1	08/31/1998	G A	\$ 1,235
234065141U99G91234001		U	2	09/01/1998	G R	\$ 1,235
CAYETANO, BENJAMIN M						
129720023S99G91234001		S	1	08/31/1998	G A	\$ 1,121
129720023S99G91234001		S	2	09/01/1998	G A	\$ 1,121
EDGAR, JIM C						
268687644S99G91234001		S	1	08/31/1998	G A	\$ 1,760
268687644S99G91234001		S	2	09/01/1998	G A	\$ 1,760
Total Net Stafford Subsidized		\$	13,324			
Total Net Stafford Unsubsidized		\$	2,470			
Total Net Plus		\$	2,560			
Total Net Disbursements		\$	18,354			

This report is called **List-Disbursements** in EDEXpress 98-99. Choose **Actual** as the Report Type.

## **CASH MANAGEMENT LIST**

May be designed to:

- Compare detailed actual disbursements records, cash receipts and excess cash entries from your system against internal records
- Compare detailed actual disbursements records, cash receipts and excess cash entries from your system against detail records from the Cash Detail Section of the Direct Loan School Account Statement (DLSAS)

The Cash Management List provides a list of all actual disbursements, actual disbursement cancellations, adjustments to actual disbursements, cash receipts, and returns of excess cash recorded in the school's database. This list includes record type (disbursement, cash receipt, etc.), loan ID, transaction date, disbursement number, and transaction amount.

Report Date: 11/27/98	U.S. DEPARTMENT OF EDUCATION	Page: 1		
Report Time: 09:45:36	Federal Direct Loan Program			
	Cash Management List			
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT				
*****				
CASH BALANCES AS OF: 09/05/1998 to 09/09/1998				
RECORD TYPE	LOAN ID	TRANSACTION DATE	DISB #	TRANSACTION AMOUNT
CANCELLED DISBURSEMENT	023588884P99G91234001	09/05/1998	1	960
CANCELLED DISBURSEMENT	023588884P99G91234001	09/05/1998	2	960
CASH RECEIPT		09/05/1998		10,500
ACTUAL DISBURSEMENT	050483617S99G91234001	09/06/1998	1	104
ACTUAL DISBURSEMENT	199606199S99G91234001	09/06/1998	1	210
ACTUAL DISBURSEMENT	268729358S99G91234001	09/06/1998	1	211
ACTUAL DISBURSEMENT	101709721S99G91234001	09/06/1998	1	221
ACTUAL DISBURSEMENT	171629019U99G91234001	09/06/1998	1	321
ACTUAL DISBURSEMENT	248351248S99G91234001	09/06/1998	1	923
ACTUAL DISBURSEMENT	268729359U99G91234001	09/06/1998	1	1,344
ACTUAL DISBURSEMENT	235080872U99G91234001	09/06/1998	1	1,360
ACTUAL DISBURSEMENT	269780814U99G91234001	09/06/1998	1	1,409
ACTUAL DISBURSEMENT	044705726S99G91234001	09/06/1998	1	1,440
ACTUAL DISBURSEMENT	215191218S99G91234001	09/06/1998	1	1,560
RETURN OF EXCESS CASH		09/08/1998		500
-----				
Total Actual Disbursements		\$9,103		
Total Adjusted Disbursements		\$0		
Total Cancelled Disbursements		\$1,920		
Total Return of Excess Cash		\$500		
Total Cash Receipts		\$10,500		
Total Cash On Hand		\$2,817		
-----				
Total Records Listed		15		

*This report is called **List-Cash Management** in EDEExpress 98-99. The report can be filtered to only print one of the above types of transactions or all the above.*

## **BOOKED STATUS MEASUREMENT REPORT**

May be designed to:

- Identify and resolve loans with booking problems. For example:
  - This report lists all loans with all three status flags (origination, promissory note, and disbursement). If one or more of these status flags are not in an “A” status, the school needs to research and resolve those items
- The report can be used to compare EDExpress Direct Loan data to LOC data received in the Direct Loan School Account Statement
- Analyze the bottlenecks in processing. For example, if there are a lot of records in a “B” status, it could indicate that records are being batched but not transmitted

This report lists booked and unbooked records with an accepted origination status in your database up to a given end date. Records will only print on this report if they have an actual disbursement posted.

For a given end date, the Booked Records section includes all records that have non-canceled actual disbursements from the beginning of the year up through the end date that have a booked status = A (accepted) or L (accepted but not applied).

For the period from the beginning of the year to the end date, the Unbooked Records section includes all records that have non-canceled actual disbursements with a **booked status** of E (unbooked/rejected) or R (ready).

The reports includes the following data:

Borrower’s Name, Loan ID, Origination Status, Promissory Note Status, Disbursement Status, Disbursement Number, Action Type, and Disbursement Amount. It also includes the total number of booked and unbooked disbursements, adjustments, and cancellations and the percentage of records in each status for origination, promissory notes and disbursement records.

*(Refer to sample report on the next page.)*

Report Date: 11/27/98		U.S. DEPARTMENT OF EDUCATION		Page: 1			
Report Time: 10:10:30		Federal Direct Loan Program					
1998-99 Booked Status Measurement Report							
ALL RECORDS							
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT							
*****							
Reported Period to: 09/01/1998							
Booked Records							
BORROWER'S NAME		LOAN ID		Orig	PNote	Disb	Disb
				Sts	Sts	Sts/#	Type Amt
-----		-----		-----			
ALMOND, LINCOLN F		269966195S99G91234001		A	A	A 1 G	\$ 840
ALMOND, LINCOLN F		269966195S99G91234001		A	A	A 2 G	\$ 840
BRANSTAD, TERRY M		268767607S99G91234001		A	A	A 1 G	\$ 1,174
BRANSTAD, TERRY M		268767607S99G91234001		A	A	A 2 G	\$ 1,174
Total Booked Disbursements Actual:		\$ 4,028					
Total Booked Net Adjustments:		\$ 0					
Total Booked Cancellations:		\$ 0					
B = Batched Origination Records		0 0.00%					
E = Rejected Origination Records		0 0.00%					
A = Accepted Origination Records		4 100.00%					
S = Signed Promissory Notes		0 0.00%					
S*= Prom Notes Sent on Manifest		0 0.00%					
E = Rejected Promissory Notes		0 0.00%					
X = Pending Promissory Notes		0 0.00%					
A = Accepted Promissory Notes		4 100.00%					
R = Ready Disbursement Records		0 0.00%					
B = Batched Disbursement Records		0 0.00%					
E = Rejected Disbursement Records		0 0.00%					
A = Accepted Disbursement Records		4 100.00%					
L = Accepted But Not Applied Disb Records		0 0.00%					
Total Records		4					

Report Date: 11/27/98		U.S. DEPARTMENT OF EDUCATION		Page: 2	
Report Time: 10:10:31		Federal Direct Loan Program			
1998-99 Booked Status Measurement Report					
ALL RECORDS					
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT					
*****					
Reported Period to: 09/01/1998					
Records Not Booked					
BORROWER'S NAME		LOAN ID		Orig PNote Disb Disb	
				Sts Sts Sts/# Type Amt	
-----		-----		-----	
ALMOND, LINCOLN F		269966195S99G91234001		A A R 3 G \$ 840	
BRANSTAD, TERRY M		268767607S99G91234001		A A R 3 G \$ 1,175	
Total Unbooked Disbursements Actual:		\$ 2,015			
Total Unbooked Net Adjustments:		\$ 0			
Total Unbooked Cancellations:		\$ 0			
B = Batched Origination Records		0 0.00%			
E = Rejected Origination Records		0 0.00%			
A = Accepted Origination Records		2 100.00%			
S = Signed Promissory Notes		0 0.00%			
S*= Prom Notes Sent on Manifest		0 0.00%			
E = Rejected Promissory Notes		0 0.00%			
X = Pending Promissory Notes		0 0.00%			
A = Accepted Promissory Notes		2 100.00%			
R = Ready Disbursement Records		2 100.00%			
B = Batched Disbursement Records		0 0.00%			
E = Rejected Disbursement Records		0 0.00%			
A = Accepted Disbursement Records		0 0.00%			
L = Accepted But Not Applied Disb Records		0 0.00%			
Total Records		2			

*This report is called **Measurement - Booked Status** in EDEExpress 98-99.  
The layouts for this report start on page A-28 of the 98-99 Direct Loan Technical Reference.*

## **BOOKED STATUS LIST**

May be designed to:

- Identify records that are not booked. The report can print all records with a booked status of “A” (accepted), “E” (rejected), “R” (ready), or “L” (accepted but not applied)
- Compare detailed actual disbursements records from your system against detail records from the Loan Detail Section of the Direct Loan School Account Statement (DLSAS)

The first section of the report lists student's names, disbursement numbers, disbursement amounts, the booked status, and booked date. In the second section, the totals for booked, unbooked, booked but not applied, and ready disbursements are given, along with the total number of disbursements.

Report Date: 11/27/98	U.S. DEPARTMENT OF EDUCATION	Page: 1
Report Time: 09:07:39	Federal Direct Loan Program	
Booked Status List		
ALL RECORDS		
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
BORROWER'S NAME/ LOAN ID	DISBURSEMENT NUMBER      AMOUNT	BOOKED DATE      STATUS
-----	-----	-----
ALMOND, LINCOLN F 269966195S99G91234001	1              \$840	08/31/98      BOOKED
ALMOND, LINCOLN F 269966195S99G91234001	2              \$840	09/01/98      BOOKED
ALMOND, LINCOLN F 269966195S99G91234001	3              \$840	READY UNBOOKED
BRANSTAD, TERRY M 268767607S99G91234001	1              \$1,174	08/31/98      BOOKED
BRANSTAD, TERRY M 268767607S99G91234001	2              \$1,174	09/01/98      BOOKED
BRANSTAD, TERRY M 268767607S99G91234001	3              \$1,175	READY UNBOOKED
Total Booked	4	
Total Unbooked	2	
Total Booked but not Applied	0	
Total Records	6	

*This report is called **List-Booked Status** in EDEExpress 98-99.*



## **CASH SUMMARY REPORT**

May be designed to:

- Compare your data with cash summary data on the new Direct Loan School Account Statement (DLSAS) and research discrepancies
- Evaluate cash flow
- Reconcile cash with internal cash records
- Provide summaries for specified periods (year-to-date, monthly, quarterly, etc.)
- Prepare budget projections for future cycles

This report can be used to compare your institution's data with LOC data as reported in the Cash Summary section of the Direct Loan School Account Statement (DLSAS). The formats of the two reports should be similar.

This report shows an institution's cash position for any date range. Schools will probably want to run this type of report for the same date range as the information on the DLSAS report. The Cash Summary report has the following totals:

Beginning Cash Balance:

Cash Receipts:

Excess Cash Returned:

Booked Disbursements Actual:

Booked Disbursements Adjustments:

Booked Disbursements Cancellations:

Net Booked Disbursements:

Ending Cash Balance.

Report Date: 11/27/98	U.S. DEPARTMENT OF EDUCATION	Page: 1
Report Time: 09:12:16	Federal Direct Loan Program	
	Cash Summary Measurement Report	
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
Reported Period: 08/01/1998 to 08/31/1998		
Institution Code: G92516		
Cash Summary - School Amounts:		
Beginning Cash Balance:		\$0
Cash Receipts:	\$1,000	
Excess Cash Returned:	\$0	
Booked Disb. Actual:	\$(92,634)	
Booked Disb. Adjustments:	\$0	
Booked Disb. Cancellations:	\$0	
Net Booked Disbursements:	\$(92,634)	
Ending Cash Balance:		\$(91,634)

*This report is called **Measurement-Cash Summary** in EDEExpress 98-99.*

*The layouts for this report start on page A-25 of the 98-99 Direct Loan Technical Reference.*

# **LOC GENERATED REPORTS**

The reports below are examples of some of the reports generated and transmitted electronically by the LOC.

## **DIRECT LOAN SCHOOL ACCOUNT STATEMENT (DLSAS)**

Purpose of the report is to:

- Compare against your internal records
- Compare against your Direct Loan system's records

Once a month you will receive the Direct Loan School Account Statement (DLSAS), which contains the month's booking and cash activity. This is a LOC initiated process. The school does not need to send a file to receive this information. Each file contains data for one school code and one cycle year. The information in the DLSAS can be used in conjunction with the Cash Summary and Booked Status Measurement Tools to help identify any discrepancies.

Each DLSAS file contains three record types, each with a different record layout. The three sections of the DLSAS are:

- A cash summary record
- A cash detail record for each cash transaction that occurs in the reported month
- A loan detail record
  - for each disbursement that was booked in the reported month
  - for each disbursement that the LOC has received but does not consider booked
  - for each disbursement considered accepted but not applied

### **Cash Summary Record**

The Cash Summary contains the LOC summary values for the DLSAS for the end of the reported month. It lists the beginning and ending cash balances as well as the sums of cash receipts, excess cash returned, booked actual disbursements, booked adjusted disbursements, cancelled disbursements, and unbooked disbursements.

### **Cash Detail Record**

The Cash Detail is a list of cash receipts (drawdowns) and returns of excess cash that occurred during the current month. The date and amount of each transaction are given. The sum of the cash detail transactions should equal the amounts in the Cash Summary. Cash detail records are sorted in ascending transaction date order.

### **Loan Detail Record**

The Loan Detail lists disbursements submitted by the school and accepted by the LOC. Loan detail status can be booked, unbooked, or accepted but not applied.

- **Booked**  
Each disbursement booked during the current month has a loan detail record. Booked loan detail records appear together, sorted in ascending loan ID order and then by disbursement sequence number.
- **Unbooked**  
The unbooked loan detail lists disbursements the LOC has received and accepted but for which it does not have an accepted promissory note. Unbooked loan detail records appear together, sorted in ascending loan ID order and then by disbursement sequence number.
- **Accepted but not applied**  
The last list shows the disbursement activity that has been accepted but not applied because of cancellations.

At the end of the Loan Detail section, totals are given for the number of disbursements that are booked, unbooked, and accepted but not applied, along with the number of unbooked actual disbursements, adjustments, and cancellations.

You can choose to exclude the Loan Detail section from the DLSAS files you receive from the LOC.

*(Refer to sample reports on the next 2 pages.)*

Report Date: 11/25/98	U.S. DEPARTMENT OF EDUCATION	Page: 1
Report Time: 14:59:51	Federal Direct Loan Program	
Direct Loan School Account Statement		
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
BATCH ID:	ASG91234090298901	
LOC Process Date:	08/31/1998	
School Code:	G91234	
School Name:	ELECTRONIC UNIVERSITY	
Month End:	08/31/1998	
CASH SUMMARY		
Beginning Balance:		\$ 0
Cash Receipts:	\$ 1,000	
Excess Cash Returned:	\$ 0	
Booked Disb. Actual:	\$ -4,765	
Booked Disb. Adjustments:	\$ 0	
Booked Disb. Cancellations:	\$ 0	
Ending Cash Balance:		\$ -3,765
-----		
Total Unbooked as of 08/31/1998		\$ 0
Adjusted Ending Cash Balance:		\$ -3,765
-----		
Prior Month's Total Unbooked:	\$ 0	
*****		
The LOC's Ending Cash Balance represents the Department's official cash balance for your school at the end of the current month. This ending cash balance from the LOC's records will be used by the Department to monitor the cash activity and balances at your school. If your records do not agree, please notify your Customer Service Representative IMMEDIATELY.		
*****		

Report Date: 11/25/98	U.S. DEPARTMENT OF EDUCATION	Page: 2
Report Time: 14:59:52	Federal Direct Loan Program	
Direct Loan School Account Statement		
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
BATCH ID:	ASG91234090298901	
LOC Process Date:	08/31/1998	
School Code:	G91234	
School Name:	ELECTRONIC UNIVERSITY	
Month End:	08/31/1998	
CASH DETAIL RECORDS FOR THIS MONTH		
TRANS TYPE	DATE	AMOUNT
-----	-----	-----
Cash Receipt	08/30/1998	\$ 1,000
Number of Cash Receipt Transactions:		1
Number of Return of Excess Cash Transactions:		0
Number of Cash Detail Records:		1
*****		

Report Date: 11/25/98 U.S. DEPARTMENT OF EDUCATION Page: 3  
 Report Time: 14:59:52 Federal Direct Loan Program

Direct Loan School Account Statement

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
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BATCH ID: ASG91234090298901  
 LOC Process Date: 08/31/1998

School Code: G91234  
 School Name: ELECTRONIC UNIVERSITY  
 Month End: 08/31/1998

LOAN DETAIL RECORDS

BORROWER'S NAME LOAN ID TOTAL LOC NET AMOUNT	DISB#/TYPE DATE	LOC AMOUNT	STATUS
-----	-----	-----	-----
O'BANYON, FRANK J 023588884P99G91234001 \$ 960	1 D 08/29/1998		BOOKED
		\$ 1,000 GROSS	
		\$ 40 FEE	
		\$ 960 NET	
		\$ 0 NET ADJUSTMENT	
ESPEYO, JOHN P 023588885S99G91234001 \$ 1,121	1 D 08/29/1998		BOOKED
		\$ 1,167 GROSS	
		\$ 46 FEE	
		\$ 1,121 NET	
		\$ 0 NET ADJUSTMENT	
JOHNSON, GARY C 050483617S99G91234001 \$ 104	1 D 08/29/1998		BOOKED
		\$ 108 GROSS	
		\$ 4 FEE	
		\$ 104 NET	
		\$ 0 NET ADJUSTMENT	
SUNIA, TAUESE P 055801750S99G91234001 \$ 1,740	1 D 08/29/1998		BOOKED
		\$ 1,812 GROSS	
		\$ 72 FEE	
		\$ 1,740 NET	
		\$ 0 NET ADJUSTMENT	
CARPER, TOM A 067705915S99G91234001 \$ 840	1 D 08/29/1998		BOOKED
		\$ 875 GROSS	
		\$ 35 FEE	
		\$ 840 NET	

Number of Detail Records Booked	5
Number of Detail Records Unbooked	0
Number of Detail Records Accepted but not Applied	0

Total Booked Actual Disbursement:	\$ 4,765
Total Booked Actual Adjustments:	\$ 0
Total Booked Actual Cancellations:	\$ 0

\* ALL RECORDS BOOKED \*

## **LOAN DETAIL EXCEPTION REPORT FOR BOOKED & UNBOOKED LOANS**

Purpose of the report is to:

- Reaffirm that loans are booked at the LOC
- Identify loans that are not booked at the LOC

You have the option of sending an export file to the LOC for data matching. The LOC will return the Loan Detail Matching Exception report indicating where the LOC data does not match yours. The Loan Detail Exception report is an ASCII text file and can be either saved to a file name or printed when it is imported.

When you create the LOC Loan Detail file, you are asked to report on either YTD unbooked disbursements or all booked loan detail for the month of your choice.

If you select YTD Unbooked, EDEExpress creates a file listing actual disbursements that do not have booked statuses of A (accepted) or L (accepted but not applied) as of the date on which you create the LOC Loan Detail file.

If you select All Booked Loan Detail for Month XXX, EDEExpress creates a file listing all booked disbursements for the month.

After the LOC receives your LOC Loan Detail report, it compares its data to your data and returns a report describing the mismatches. On the basis of the options you select when you send the LOC Loan Detail Report, the LOC sends a Loan Detail Matching Exception Report for Booked Loans or a Loan Detail Matching Exception Report for Unbooked Loans.

Report Date: 09/06/1998		U. S. DEPARTMENT OF EDUCATION					Page: 1			
Report Time: 02:22:55 PM		Federal Direct Loan Program								
Data Matching Exception Report for Unbooked Loans										
End Date of 08/31/1998										
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT										
School ID: G91234 School Name: ELECTRONIC UNIVERSITY										
No. of Attempts This Month: 1 Direct Loan Year: 05 File Processed: Accepted										
Loan ID	Transaction	Disb	Acty	Seq	Booked	Gross	Fee	Net	Adj	Man
	Date	No	Code	No	MMYY	Amt	Amt	Amt	Amt	Adj
-----										
008661760 U 99 G91234 001										
	SCHOOL	08/15/1998	1	D	1	\$1167.00	\$46.00	\$1121.00		
	LOC	08/15/1998	1	D	1 08/1998	\$1167.00	\$46.00	\$1121.00		
	Difference				*					
	SCHOOL	08/31/1998	1	C	2	\$1167.00	\$46.00	\$1121.00		
	LOC									
	Difference	*	*	*	*	*	*	*		
023588884 P 99 G91234 001										
	SCHOOL	08/31/1998	1	C	2	\$1000.00	\$40.00	\$960.00		
	LOC									
	Difference	*	*	*	*	*	*	*		
* indicates a difference between the school data and the LOC.										
L indicates a transaction is accepted but not applied.										

Report Date: 09/06/1998		U. S. DEPARTMENT OF EDUCATION					Page: 1			
Report Time: 02:22:55 PM		Federal Direct Loan Program								
Data Matching Exception Report for Booked Loans										
For the End Date of 08/31/1998										
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT										
School ID: G912345 School Name: ELECTRONIC UNIVERSITY										
No. of Attempts This Month: 1 Direct Loan Year: 05 File Processed: Accepted										
Loan ID	Transaction	Disb	Acty	Seq	Booked	Gross	Fee	Net	Adj	Man
	Date	No	Code	No	MMYY	Amt	Amt	Amt	Amt	Adj
-----										
269987333 S 99 G91234 001										
SCHOOL	08/30/1998	1	D	01	08/1998	01167	00046	01121		
LOC										
Difference		*	*	*	*	*	*	*	*	*
270705909 U 99 G91234 001										
SCHOOL	08/30/1998	1	D	01	08/1998	00772	00030	00742		
LOC										
Difference		*	*	*	*	*	*	*	*	*
270742657 P 99 G91234 001										
SCHOOL										
LOC	08/30/1998	1	D	01	08/1998	01233	00049	01184	M	
Difference		*	*	*	*	*	*	*	*	*
* indicates a difference between the school data and the LOC.										
# indicates that the school submitted the record for a month that differs form the month for which the data match file was processed.										
L indicates a transaction is accepted but not applied.										

The exception reports are imported by going into **Import/Application Processing** in **EDExpress 98-99**.

## **30 DAY WARNING REPORT**

Purpose of the report is to:

- Identify any loans that have been originated but have not booked within 30 days
- Identify what elements (origination, promissory note or first disbursement record) are needed to book the loan

The LOC sends the report if it has the origination record and has not received the promissory note in 30 days, or vice-versa. The LOC rejects disbursement records received without an origination record.

The warning is only a notification of missing items. It does not update your database. This report does not tell the school whether they have neglected to make subsequent disbursements, adjustments, or cancellations.

*(No sample report available.)*